

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

June 15, 2016

APPROVED BY THE BOARD OF POLICE COMMISSIONERS ON MARCH 22, 2016

**SUBJECT: OBTAINING A PUBLIC SAFETY STATEMENT – CATEGORICAL
USE OF FORCE – REVISED**

PURPOSE: This Order revises Department Manual Section 3/795, *Obtaining a Public Safety Statement – Categorical Use of Force*.

PROCEDURE: Attached is the revised Department Manual Section 3/795, *Obtaining a Public Safety Statement – Categorical Use of Force*, with the revisions indicated in italics. This Order provides additional procedures for supervisors to ensure that employees involved in a Categorical Use of Force refrain from viewing any media or communicating any information pertaining to the incident until authorized by Force Investigation Division.

AMENDMENT: This Order amends Section 3/795 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL
VOLUME III
Revised By Special Order No. 11, 2016**

795. OBTAINING A PUBLIC SAFETY STATEMENT – CATEGORICAL USE OF FORCE. *When practicable, an uninvolved supervisor at a Categorical Use of Force (CUOF) scene shall obtain sufficient information to conduct his/her duties at the scene (e.g., establishing a perimeter, protecting the crime scene, locating witnesses/evidence, managing the response of additional resources). As per OCOP Notice dated February 15, 2007, entitled Obtaining a Public Safety Statement Following an Officer-Involved Shooting Incident, a public safety statement shall be obtained individually from as many employees as necessary for the supervisor to immediately determine:*

- Type of force used;
- Direction and approximate number of any shots fired by the involved employee(s) and/or suspects, if applicable;
- Location of injured persons, including those in need of medical attention, if any;
- Description of outstanding suspect(s) and his/her direction(s) of travel, time elapsed since the suspect was last seen, and any suspect weapon(s);
- Description and location of any known victims or witnesses;
- Description and location of any known evidence; and,
- Other information as necessary to ensure officer and public safety and assist in the apprehension of outstanding suspect(s).

After obtaining sufficient information, the supervisor shall immediately cause the individual separation of *each* involved/witness employees and order them not to discuss the incident with anyone other than the assigned investigators and the employee's representative(s). *Until authorized to do so by the assigned Force Investigation Division (FID) investigator, the supervisor shall direct each involved/witness employee not to: view any media coverage, recordings, or reports of the incident to include television, Digital In-Car Video (DICV), Body Worn Video (BWV), other social media, or any video or audio from any other source; or to communicate information regarding the incident via email, phone, text, Mobile Data Computer or social media. The supervisor shall continue to ensure that those employees remain separated/monitored until interviewed by FID personnel.*

In accordance with Special Order No. 12, dated April 28, 2015, entitled Body Worn Video Procedures, and/or Special Order No. 45, dated October 20, 2009, entitled Digital In-Car Video System Use and Deployment, supervisors shall direct involved/witness employees wearing BWV and/or equipped with DICV when to stop their recordings. Within the provisions of these referenced Special Orders, an officer will also be allowed to view his/her video prior to being interviewed.

Note: Supervisors involved in the separation, transportation, and monitoring of an involved/witness employee following a CUOF incident shall **not** discuss tactics or the incident with that employee.